DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 2200.2B
PERS-334
1 6 DEC 2008

NAVPERSCOM INSTRUCTION 2200.2B

From: Commander, Navy Personnel Command

Subj: SECURE TELEPHONE EQUIPMENT (STE) MANAGEMENT PROCEDURES

Ref: (a) Electronic Keying Material System Tier 1 (EKMS 1)
        (b) NAVPERSCOMINST 2200.1B
        (c) NAVPERSCOMINST 2200.3B
        (d) U.S. Navy Regulations, 1990

Encl: (1) Sample STE User Responsibility Acknowledgment
            Form

1. Purpose. To issue procedures for the operation and
safeguarding (handling, storage, local custody, accounting,
inventory, transfer, and destruction) of STE telephone systems
and Crypto Ignition Keys (KOV-14 card) that are part of the Navy
Personnel Command (NAVPERSCOM) electronic key management system
(EKMS) per references (a) through (d). This instruction has
been substantially changed and should be read in its entirety.

2. Cancellation. NAVPERSCOMINST 2200.2A.

3. Discussion. The STE telephone was developed to protect
sensitive and classified information by way of secure means and
yet be easily accessible to all personnel. While most
individual conversations are unclassified in themselves,
sensitive national security information can be gathered through
analysis of daily routine voice communications.

4. Action. This instruction is intended to provide information
and guidance for personnel having responsibility for STE
telephones and related KOV-14 cards. Personnel issued STE
telephones will be provided a copy of this instruction and shall
comply with the procedures herein and references (a) through
(d). Insecure practices involving the safeguarding and
operation of STE equipment will be reported to NAVPERSCOM (PERS-
334H).

5. Responsibilities

a. NAVPERSCOM (PERS-334H) has overall responsibility for management of the STE's to include issuing, inventory control and reporting requirements. STE equipment that is sub-custody to local elements (LEs) remains an asset of the NAVPERSCOM EKMS account and is not placed on command minor property inventories.

b. LEs are responsible for troubleshooting their terminals using the STE operating guide. If the problem is with hardware, NAVPERSCOM (PERS-334H) should be notified.

c. Personnel issued **or STE users** will be responsible for operating and safeguarding STE equipment and its associated KOV-14 card. LEs will:

(1) Sign a STE User Responsibility Acknowledgment Form, enclosure (1).

(2) Identify their STE requirements.

(3) Sign for responsibility of STEs and KOV-14 card.

(4) Become familiar with STE security and operating procedures.

(5) When transferring to another command or internally transferring within the command and no longer requires a STE or KOV-14 card, process their transfer through NAVPERSCOM (PERS-334H) to return or transfer the STE and KOV-14 card to a new authorized user.

(6) Rekey STE terminals annually or when directed by EKMS manager or when terminal indicates "CALL KMC".

(7) Notify NAVPERSCOM (PERS-334H) immediately of lost or stolen STE's or KOV-14 card.

(8) Refer questions to NAVPERSCOM (PERS-334H).

6. Security Measures. The following security measures will be strictly adhered to:

a. STE's keyed for information classified **CONFIDENTIAL** and higher can only be installed in areas that provide acoustical security.

b. STE's and KOV-14 card, when disassociated, are **UNCLASSIFIED**. To ensure proper safeguards when STE's are unattended, KOV-14 card must be removed and stored in a separate locked area (with combination available only to authorized users).

c. When the KOV-14 card is inserted into the STE, the telephone is classified at a designated level, and requires protection by the physical presence of an individual with access equal to that level. Individuals without proper clearance will not be given lone access to the STE if the KOV-14 card has been inserted.

d. Any individual who has a security clearance below that of the STE may not use the STE unless authorized by NAVPERSCOM Security Manager.

e. STE's will be placed on the security checklist of workspaces in which they are located. At the end of each workday, they will be checked to ensure that the KOV-14 card has been removed from the phone.

f. STE's must be rekeyed annually by LEs. This is done by referring to the Standard Operating Procedures (SOP) located in your LE notebook.

7. Security Reporting Requirements. NAVPERSCOM (PERS-334H) will make all required reports for STE's. Any insecurities or insecure practices involving STE terminals or related KOV-14 cards will be reported to NAVPERSCOM (PERS-334H) at 874-5353. The following insecurities and insecure practices must be reported:

a. Insecurities/Reportable Incidents

(1) The loss or theft (known or suspected) of any STE terminal. STE's and KOV-14 cards are accountable to NAVPERSCOM EKMS account; therefore, if a record of destruction or transfer is not available and the STE or KOV-14 card is found to be missing, the equipment is considered lost.

(2) Any instance whereby the authentication information displayed during a secure call is not representative of the distant terminal.

(3) Any instance whereby the display indicates that the distant STE terminal contains a compromised key.

(4) KOV-14 card not removed when STE terminal unattended.

(5) Failure to protect the STE terminal whether keyed or unkeyed.

(6) Evidence of any tampering or alterations to the STE terminal.

(7) STE terminals found outside of EKMS accountability or physical control.

(8) Actual or attempted unauthorized maintenance (including maintenance by unqualified personnel) or the use of a maintenance procedure that deviates from established EKMS standards.

    b.   Insecure Practices

(1) Failure to rekey an STE terminal within 2 months of the key expiration date (available from STE display).

(2) Any secure call being initiated from a STE terminal whose display is inoperable.

(3) Failure to protect a KOV-14 card that is associated with a lost STE terminal.

ANN STEWART
Deputy

Distribution:
Electronic only, via NAVPERSCOM Web site
https://www.npc.navy.mil/audiences/forinterna

SAMPLE STE USER RESPONSIBILITY ACKNOWLEDGMENT FORM

DATE _____

From: (Last, First, Middle Initial, Grade/Rank/Rate,
        SSN (last four digits))
To: Navy Personnel Command (PERS-334H)

Subj: STE RESPONSIBILITY ACKNOWLEDGMENT

Ref: (a) EKMS 1A
        (b) SECNAVINST M-5510.30
        (c) SECNAVINST M-5510.36
        (d) NAVPERSCOMINST 2200.1B
        (e) NAVPERSCOMINST 2200.2A
        (f) NAVPERSCOMINST 2200.3B

1.   I hereby acknowledge that I have read and understand the
contents contained in references (a) through (f).

2.   I assume full responsibility for the safe handling, storage,
inventory, accounting, transfer, and destruction of STE material
held in my custody and used by me, or those under my supervision.
I have knowledge of and will keep myself informed of pertinent
articles in all references and the Letters of Promulgation of
publications held, operating instructions, and U.S. Navy
Regulations, all of which set forth policies, procedures, and
responsibilities for the safeguarding of STE equipment.

3.   I have received instructions on the handling of STE equipment
from the EKMS Manager. If at any time I am in doubt as to the
proper handling of STE equipment, I will immediately contact the
EKMS Manager at 874-5353 and request advice. I will attend
required STE training when required.

4.   I will not stow the STE key in phone. I will secure it in a
safe or a locked desk not in same room as STE phone.

Enclosure (1)

Subj: STE RESPONSIBILITY ACKNOWLEDGMENT

5. Before detachment, I will advise the EKMS Manager. My projected rotation date (PRD) is _____.
                                                                    (DDMMYYYY)

6. The following information is provided:

    a. E-mail address: _____

    b. Building Number: _____ Room Number: _____

    c. Phone Number: (901) 874-

    d. Command: _____

                        _____
                                (Signature)